



Natural Resources Conservation Service  
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**August 24, 2007**

**PENNSYLVANIA BULLETIN NO. PA 340-7-1**

**SUBJECT. SPA – Fiscal Year (FY) 2007 Performance Results System (PRS) Close Out Requirements**

**Background.** The final date for entering FY 2007 performance reported through PRS is COB September 24, 2007. Performance data is expected to meet Federal quality of information guidelines for accuracy, completeness, and reliability. FY 2007 performance data should be reviewed to ensure accuracy in the quantity, geographic location, and program accuracy.

**Expiration Date:** September 30, 2007

**Explanation.** The final date to enter progress into PRS is September 24, 2007. This date is before the national deadline to ensure Pennsylvania data is accurate. IF anything needs to be changed after the 24<sup>th</sup> contact Craig Aiello. The PRS data will be locked on September 29, 2007. Once locked, FY 2007 is not available for reporting or editing.

The Programmers will be running a script September 7 to ensure practices are coded to the proper program. Craig Aiello will be performing quality assurance runs in PRS starting September 8. He will be sending District Conservationist's items that need to be corrected.

**Action item #1:** By **September 24, 2007**, ensure that all allowable performance data is entered for FY 2007. This includes completion of a data quality review process to ensure that all data is accurate, complete, and consistent. Run reports J and E in PRS. Instructions are provide in the attachment.

**Contact.** If there are questions, contact Craig Aiello, Management Analyst.

/s/ Gary P. Smith, Acting

CRAIG R. DERICKSON  
State Conservationist

Attachments (1)  
Distribution: AO & FO